



Steven L. Beshear
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**OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS
RE (KRS CHAPTER 61)**

DATE _____

To: Open Records Coordinator

I request to inspect and/or receive copies of the following document(s): _____

Number of Copies of each document requested: _____

There is a \$.10 fee for each copy received. The amount of postage necessary to mail the documents will also be charged. An invoice will be attached to the copies.

It is important that you write legibly and be as specific as possible regarding your request.

Printed Name

Company Name

Street Address

City/State and Zip Code

Phone Number

FAX Number

EMAIL Address

MAIL OR FAX COMPLETED FORM TO ADDRESS ABOVE OR EMAIL TO:

Sarah.Pence@ky.gov